



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection - Water Supply  
Water Quality Assurance/Distribution Systems Modifications  
**BRP WS 32      Distribution Modifications for Systems that**  
**serve more than 3,300 people**  
**Instructions and Supporting Materials**

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**Introduction**

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Water Supply

Water Quality Assurance/Distribution Systems Modifications

**BRP WS 32**

**Permit Fact Sheet**

**Distribution Modifications for Systems that serve  
more than 3,300 people**

### 1. What is the purpose of this approval?

This approval serves to protect the public's health and welfare by insuring that minimum drinking water requirements are met in modifications of drinking water distribution systems, such as storage tanks, distribution pump stations, and transmission main installation. Legislative authority is stated in MGL Chapter 111, section 160A. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

### 2. Who must apply?

Public water suppliers or their representatives must apply if they want approval for modification of their distribution system.

### 3. What other requirements should be considered when applying for this approval?

If the water supplier or their representative apply for this approval it may be necessary to apply for other water treatment approvals BRP WS 23 or BRP WS 24.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). *DEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

The application fee is \$860.

### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

*Primary Permit Location:*  
Department of Environmental Protection  
\_\_\_\_\_\* Regional Office

*Reserve Copy Location:*  
None Required.

Water Supply

\*See "DEP Addresses and Phone Numbers" page included in this package.



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**6. What are the timelines?**

As of November 30, 1994 the timelines are:

	AC	T1	T2*
<b>BRP WS 32</b>	30	60	60

\*A second technical review will only be conducted if necessary.

*There is no public comment review period for this approval.*

**7. What is the annual compliance fee?**

There is no annual compliance fee for this approval.

**8. How long is this approval in effect?**

This approval is in effect as long as the modification continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies, described in *Guidelines and Policies for Public Water Supply Systems*, and available at the State Bookstore.

**9. How can I avoid the most common mistakes made in applying for this approval?**

- a. Attach all material as requested on the Application Completeness Checklist.
- b. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to this approval? Where can I get copies?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State Bookstore**  
**436 Dwight Street**  
**Springfield, MA 01103-1317**  
**413-784-1376**



**Massachusetts Department of Environmental Protection**

Bureau of Resource Protection - Water Supply

Water Quality Assurance/Distribution Systems Modifications

**BRP WS 32**

**Distribution Modifications for Systems that serve  
more than 3,300 people**

**Application**

**Completeness**

**Check List**

- 
- ☐ The DEP Transmittal Form is completed.
  - ☐ Form BRP WS Application is completed.
  - ☐ A letter of intent is attached explaining the request.
  - ☐ A Massachusetts Professional Engineer's Certification and dated stamp is included.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one copy of the application along with one copy from the DEP Transmittal Form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Water Supply

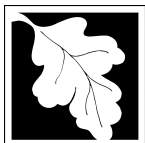
\*See "DEP Addresses and Phone Numbers" page included in this package.

- ☐ Send fee of \$860 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy from the DEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
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Lenox  
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Leyden  
Longmeadow  
Ludlow  
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Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Leyden  
Palmer  
Pelham  
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Warwick  
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Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



Acton  
Ashburnham  
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Blackstone  
Bolton  
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Clinton  
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Dunstable  
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Fitchburg  
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Hardwick  
Holden  
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Hubbardston  
Hudson  
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Leicester  
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Littleton  
Lunenburg  
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Millbury  
Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
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Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
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Rutland  
Shirley  
Shrewsbury  
Southborough  
Southbridge  
Spencer  
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Stow  
Sturbridge  
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Townsend  
Tyngsborough  
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Uxbridge  
Warren  
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Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



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Easton  
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Fall River  
Falmouth  
Foxborough  
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Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

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Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
1 Winter Street  
Boston, MA 02108  
Phone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868



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North Reading  
Norwood  
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Winthrop  
Woburn



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

# BRP WS 32

## Distribution System Modifications

Application for Modifications of Public Water Supply Systems  
More Than 3,300 People

Transmittal Number # \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



### A. Water Supply Information

1. \_\_\_\_\_  
Name of Applicant – Board of Water Commissioners or similar body
2. \_\_\_\_\_  
PWS I.D. #
3. \_\_\_\_\_  
City/Town
4. \_\_\_\_\_  
Total population served by system (estimate if necessary)
5. \_\_\_\_\_  
Other City, Town, district, Institution or Area served
6. \_\_\_\_\_  
PWS I.D. #

### B. Project Description

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### C. Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date